

JOB DESCRIPTION

1. JOB TITLE: Library Assistant – CMS (Collection Management Services)

2. SUPERVISOR: Susan K. Beidler

3. DUTIES: The student worker will assist in most tasks performed in Collection Management Services including: checking-in and shelving periodicals, bindery preparation, facilitate duplicate exchange with other libraries, collecting use statistics, maintaining records; pre-order searching, filing, receiving, final processing of new book and/or periodical volumes; unpacking, checking-in, marking, and distributing U.S. government publications; in-house mending; and shifting collections. The student may also serve as a computer operator for various software packages, some of them library specific.

4. JOB SKILLS: Word processing/typing and filing are essential.
Other computer skills are important
Accuracy and ability to follow directions precisely are essential.

5. NUMBER OF HOURS: 30

6. NUMBER OF STUDENTS: 4

7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m.